

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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April 22, 2025 MEETING MINUTES

Board members present:

Paul Fetter
Ted Cromleigh
Steve Martin

Others present:

Jennifer Snyder – Office Manager
Amy Leonard – Solicitor
Bob Lynn – Township Engineer
Sean Weik - Public Works
Justin LaTourette – Utility Operator
2 members of the public

The meeting was called to order at 7:01 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Dan Ginder and Brandon Nye from the Schaefferstown Volunteer Fire Company came to give the Board a recap of their 2024 activities. They reviewed work being done to their building and discussed the various uses in the banquet hall. A new rescue truck has been ordered and will cost \$1,300,000. The final product will take approximately three years to complete. The Board thanked the fire company for their work in the community and for their efforts in maintaining public safety.

A review of the meeting minutes from March 25, 2025 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of March 25, 2025 and was seconded by Steve Martin. The motion was approved.**

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills submitted for a total of \$130,799.24 from the Light Fund, Park & Rec Fund and General Fund for bills and payroll. Steve Martin seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$9,056.65. Steve Martin seconded the motion and the motion carried.**

Bills for the Water account were submitted for review and payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$8,537.12. Steve Martin seconded the motion and the motion carried.**

The Treasurer's Report for March 2025 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for year-to-

date revenues and expenditures. The quarterly Pension State for the first quarter of 2025 was included with the financial information.

The Public Works Report for March 2025 was reviewed.

Two damaged hydrants were replaced and other roadway gutter work was completed. Potholes on Locust Street are to be repaired. Martin Paving has completed the yearly street sweeping. Prices were received to do aerating and weed& seed service. Cedar Ridge Lawn Care provided the lowest price at \$2,245.00. **After brief discussion, Ted Cromleigh made a motion to approve Cedar Ridge Lawn Care to weed, seed and aerate the recreation fields at the Township Property.** The Gasboy report for March 2025 fuel usage was reviewed.

The Zoning Officer's Report for March 2025 was reviewed.

The PA State Police Report for February 2025 was reviewed. There was discussion about cars driving recklessly through the Route 501 red light.

Planning Commission minutes for March 2025 and the special meeting held February 25, 2025 were reviewed.

A Park and Recreation discussion was held. The minutes from their March 2025 meeting were reviewed. A brief review of their April 2025 meeting was included as well. A storage box for public-use pickleball equipment will be investigated.

Engineer's Report

Bob Lynn presented the Engineer's report.

A DCED Small Water and Sewer Grant has been prepared to replace a section of water line on the east end of town. The total cost of the project is estimated at \$496,385.40 for which our match amount is \$74,457.81. We will need to process a Commitment Letter that secures the matching funds from the Water Capital Improvement account. A Resolution is also prepared designating the approved signers for paperwork associated with the grant submission. The Board elected to appoint Chairman Fetter and Ted Cromleigh as signers for the grant documents. **After discussion, Ted Cromleigh made a motion to approve a Commitment Letter for matching funds for the DCED Small Water and Sewer Grant application. Steve Martin seconded the motion and the motion carried. Then, Chairman Fetter made a motion to approve Resolution 975 denoting Chairman Fetter and Ted Cromleigh as signers for all grant documents. Steve Martin seconded the motion and the motion carried.**

Mr. Lynn met with AK Petersheim regarding the status of the roof insulation. A price will be sought to install new insulation with different materials. There will be a cost share between all parties with the Township only paying the difference between any product material that is higher in price.

The office remodel plans have been completed and the architect Mark Schillaci has prepared the plan sets. A building permit will be needed to include with the bid packet. If all items are in place, there is a possibility of a June bid opening.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

The owner of 200 S Church Street has proposed erecting a new building in the parking lot. This would direct all truck traffic into that area to unload materials. The materials would then be moved into the main warehouse as allowed. The Board is in general acceptable to this solution but is concerned that the new building will turn into another warehouse. They would like to have more discussion about that issue and how to ensure that this building would be used for a staging area only.

The On-Lot Septic program notices have generated some compliance from property owners. Some property owners did not get their certified letters so her office will resend the letters.

The draft burning ordinance is still being reviewed. More public comments were received and Larry Taylor offered suggestions. The Board would like more time to review comments.

Solicitor Leonard noted that she will be filing legal motions against 505 Sunnyside Road and 1581 Stiegel Pike for non-compliance.

OLD BUSINESS

A meter fee resolution is being drafted for the increased cost associated with new water meters. Ms. Snyder noted that a more inclusive resolution for meters is being developed.

NEW BUSINESS

Resolution 976 was presented to update the cost of equipment quoted for the Township's 2024 LSA Grant. The grant applications are currently under review and our quote used for pricing was older than the review team would accept. The new quote sees an increase and should we receive a grant, we'd like to receive it for the full price of the equipment. **Ted Cromleigh made a motion to adopt Resolution 976 to update the cost of equipment for the Township LSA 2024 Grant Application. Steve Martin seconded the motion and the motion carried.**

Utility Update

Justin LaTourette of Purified Operations was in attendance to discuss utility matters.

The Sewer Report was reviewed.

The Kleinfeltersville Pump Station generator is awaiting a diagnostic review. We are waiting for Winters to investigate the controls as a Kohler rep.

Air Release valves were inspected.

The Water Report was reviewed.

Hydrants were replaced. One located on Duquesne was moved closer to Route 897 and one on Phillip was replaced also.

The waterline on Locust Street that Cherie Kay will need to connect to is part of the extension by Blue Lake Builders for Linda Sue Gardens. The utility lines have not been dedicated to the Township to date. All users connected to public water pay the Township for water service but if there is damage to a service line, we may not be able to legally repair it. Solicitor Leonard suggested a meeting to discuss the issue and how to operate moving forward.

The Lead and Copper unknown line areas will need to be investigated. We will need to discuss the matter with PennDOT as Heidelberg Avenue is an area to be explored.

The EIT Report for March 2025 was presented for review.

The SEO Report for March 2025 was presented for review.

Secretary Report

There has been discussion of allowing in-office cash payments for utility bills and township business. If we allow them, we will need a safe so money is secure until being deposited in the bank. The Board reviewed the presented options and chose a small keypad lock safe available at JDM. **Ted Cromleigh made a motion to purchase a 2 Cubic Foot safe for \$480 at JDM. Steve Martin seconded the motion and the motion carried.**

The new laptops for meeting use have been purchased and are now in use. The old laptops have been scrubbed of information. The laptops were purchased new in 2015 and while outdated, they are still useful for the internet and other functions. Ms. Snyder asked how we can get rid of them. She investigated value and the highest was approximately \$60. Solicitor Leonard noted that they should be offered to the general public so listing them as available for purchase on our website should be acceptable. The Board said to offer them for \$50 first come first serve.

The 2024 Audit is complete and the approval letter for Stanilla Siegel and Maser is here for review. The Board was acceptable of the audit preparation and findings.

At 9:40 Chairman Fetter made a motion to adjourn, which was seconded by Ted Cromleigh. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be held May 27, 2025 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Secretary